County of San Diego
New: March 17, 1995
Reviewed: Spring 2003

RECORDS MANAGEMENT SUPERVISOR

DEFINITION:

Under direction to plan, organize and supervise activities and staff in the Records Management Unit of the Department of General Services in the production of microfilm and micrographics storage; to assist the Chief, Records Management Services in administering the countywide Records Management Program; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position class in the Records Management Unit of the Department of General Services. The incumbent supervises the activities and staff in this unit, which includes microfilm operators and other clerical staff responsible for microfilming records and micrographics storage for county departments and other governmental agencies with which the County has a contract.

This class is distinguished from the Records Management Coordinator class in that the latter plans, supervises and coordinates the records maintenance, storage, preservation and disposition activities within a county department. This position provides consultative services to county departments on purging, storage, preservation and destruction of records and serves as liaison between county departments and the vendor providing centralized records storage.

EXAMPLES OF DUTIES:

Plans, organizes and supervises the activities of the Records Management Unit; assists in the development and implementation of Records Management Program policies and procedures; provides guidance and training on records inventory, retention, storage and destruction to other county departments and governmental agencies with which the County has a contract; assigns, reviews and evaluates the work of subordinate staff; develops and implements performance standards for unit staff; serves as a liaison between county departments and the vendor providing centralized records storage by resolving problems and responding to inquiries; identifies micrographic equipment needs and assists with equipment purchases; provides and oversees the technical training of staff; maintains the computerized inventory tracking system for department records which have been microfilmed and stored in the security vault or with the vendor; prepares grants related to records management activities; assists in the administration of contracts for micrographic services for other governmental agencies; and prepares correspondence and reports.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

– Federal and state regulations concerning microfilming and retention of government records.
– National standards for micrographics.
– Methods and techniques of records management to include micrographics, indexing, filing, preservation and storage of records.

General Knowledge of:

– County Records Management Program requirements.
– Principles of supervision and training.
– Technology and information systems as they relate to records management.

Skills and Abilities to:

– Supervise and evaluate the work of subordinate staff.
– Plan, organize and supervise micrographics activities.
– Interpret, develop and implement policies, procedures and standards.
– Communicate effectively orally and in writing.
– Establish and maintain effective working relations with county staff, vendors and representatives of other agencies.
– Prepare correspondence and reports.

EDUCATION AND EXPERIENCE:

Education, training and experience, which clearly demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: Three (3) years of experience working in a large, high volume records management operation involving the microfilming and retention of records. Successful completion of course work in the area of Records and Information Management is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Probationary Period:

Persons appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).